

Creating a Report in Access

To create a new report

1. From the list of objects in the Student Census database window, click **Reports**.
2. Double-click **Create report by using wizard**.
3. Select the table for which you want to create a report from the **Tables/Queries** drop-down list and then double-click the fields in the **Available Fields** list to add them to the **Selected Fields** box. Click **Next**.
4. If you want to prioritize the fields, add grouping levels to your report. Do this by clicking a field and then clicking the right arrow to position it at the top of the list. You can select up to four fields to appear at the top of your report.
5. To rearrange the grouping, use the up and down **Priority** arrows to move fields. When you have grouped the fields according to your preferences, click **Next**.
6. To order the values in a particular field, select the field from the drop-down list by clicking the arrow in the box and then click **Ascending** or **Descending**. You can sort records in up to four fields. After you indicate the sort preferences, click **Next**.
7. Select a Layout style from the list of options and then click **Next**.
8. Select a report style and then click **Next**.
9. Type the title you want to appear on the report. The title will also be the file name for the report.
10. Make sure **Preview the Report** is selected and then click **Finish**. The report appears in **Print Preview** after you click **Finish**.

To insert a picture in a report

1. In Design view, click the section of the report where you want to insert a picture.
2. On the **Insert** menu click **Picture**.
3. From the drop-down list in the **Insert Picture** dialog box, select the folder containing the picture. Then double-click the file you want to insert.
4. Click **OK**. The picture is inserted into the selected area of the report.